**VACANCY ANNOUNCEMENT**

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| **BUREAU/SERVICE:** | | Department of Education – Region IX | |
| **DIVISION/UNIT:** | | Division of Zamboanga Sibugay –SECONDARY -SIAY NHS | |
| **POSITION PROFILE** | | | |
| **Position:** ADMINISTRATIVE ASSISTANT II | | | **Salary Grade:** 8  **Monthly Salary: ₱ 19,744.00** |
| **Item No.:**  ADAS2-570022-2004 | | | **Other Incentives/Bonuses:**   * Monthly Economic Relief Allowance * Mid-year bonus * Productivity Enhancement Incentive * Clothing Allowance * Cash Gift * Year-end bonus |
| **JOB DESCRIPTION** | | | |
| Provides clerical support such as 1. Pre audit of disbursement and liquidation vouchers; 2. Reconciliation of subsidiary ledgers balances with control accounts; 3. Summarizes payroll check/ATM disbursements and deductions; 4. May assists in the recording of financial transactions in appropriate journals and subsidiary ledgers; 5. Other finance related tasks. | | | |
| **QUALIFICATIONS** | | | |
| Education | Completion of two years studies in college | | |
| Experience | 1 year relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) | | |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through personnel.zambosibugay@deped.gov.ph on or before **March 2, 2023 (Thursday)**:
   1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
   2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at* [*http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
   3. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
   4. Photocopy of the **latest** Transcript of Records
   5. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
   6. Certificates of **relevant trainings** and **seminars** attended,
   7. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

**The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.**

***\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

***\*\* If the link does not redirect you to the online application form, please type the address manually.***